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Executive Assistant to DCI 7 June 1952

Director of Training

Weekly Summary Report

1. Upon request of OPC for a reading improvement course for a field branch of approximately forty persons, a completely new course has been organized and provided to OPC. Since mechanical aids other than Harvard Films could not be sent, the course was based on the motivation technique and designed as follows:

a. Six to eight weeks duration.

b. Comprises Harvard Reading Films, vocabulary books and surveys, reading tests, text books and work books.

c. Each period consists of a reading speed test, Harvard Reading Films and comprehension checks, and a discussion topic such as "Concentration, Vocabulary Building, and Reading for Different Purposes".

2. Planning for the next CIA Intelligence School course, to start on 15 July, is proceeding on the basis of a six-week course of full-time intelligence work with no foreign language. This is in contrast to previous course of twelve to fourteen weeks with study of a foreign language half time. The new concept envisages training many more persons per year and anticipates the assignment of all overt incoming professionals to this intelligence course prior to assignment to their Office.

3. To date, approximately 2700 persons have attended the weekly Intelligence Indoctrination programs conducted primarily for new employees. Approximately 2500 have attended the Orientation courses conducted quarterly, primarily for every person of grade GS-5 and above.

4. Eighty-four students working in eleven languages are currently enrolled in introductory and self-study courses at the "I" Building language laboratory.

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5. As of 6 June, 644 CIA personnel are enrolled in various courses and training programs under the jurisdiction of the Office of Training.

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6. The Administrative Officer, OTR, has been advised by [redacted], EE/P Liaison Officer, that the administrative details [redacted] will be handled by his office [redacted] for the present, and that the Office of Training will be called in when their participation and assistance is required. 25X1 25X1 25X1

7. During this period, three new covert training projects were initiated in Washington, D. C., and two students began their training [redacted] additional students began their training in [redacted] under the tutelage of Mr. [redacted] of this staff. The operational sponsors, EE/PC and WE-1/PC, stipulated that the students in question must be trained in [redacted] that for cover reasons, training here or in [redacted] was out of the question. 25X1 25X1 25X1 25X1 25X1

8. Project [redacted] 25X1

[redacted] 25X1

12. Project [redacted] 25X1

Reports have been received in the Air Training Branch that certain administrative problems exist at the [redacted] The [redacted], will depart Monday, 9 June, to make an inspection of that activity. Upon his return, recommendations will be made as to the action required to solve problems there. 25X1 25X1

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[redacted]

14. The first draft of the syllabus for the Stay-Behind course was completed and is now being prepared for submission to the covert offices for discussion and authentication.

15. Pending receipt of authentication of the Basic Agent Training Manual from the covert offices, a limited internal distribution has been made within TR(S), and additional copies are being assembled for issuance to field stations. Approximately 80 copies each of the manual in English, Polish, Russian and German are being so prepared.

MATTHEW BAIRD

cc: IM/P

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